

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

SCHEDULE  
NO. 1167

PAGE  
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RECORDS RETENTION AND DISPOSAL SCHEDULE

DHMH Information Services Administration - All ISA - DPD Units

Item No.	Description	Retention
	<p>AGENCY</p>	<p>DIVISION</p>
1	<p><u>Supercedes Schedule 794 &amp; 794A</u></p> <p><u>Data Processing Documentation</u></p> <p>This item is to include all forms of data processing documentation which can consist of a variety of media. More than likely, the media will be of hard copy (paper) variety. However, it is not to exclude documentation stored on magnetic tape, floppy disk, tape recording cassettes or in video tape format.</p> <p>A. <u>JCL Listings</u></p> <p>These are Job Control Listings from computer operations and reflect input files, programs used, output files and related operational statistics. These listings are required to verify the accuracy of the input-output programs, counts and computer time expenditure for any given run.</p> <p>B. <u>Procurement Records</u></p> <p>Signed contracts and proposals from vendors dealing with data processing services/equipment purchases by DHMH. Included also are copies of proposals initiated by the Department with bids from both winning and losing vendors. All documents necessary in the procurement process, including BB-4's, transmittal checklist, bid analysis, justification, Maryland Register notices, etc., are also included.</p>	<p>Retain in office 3 months, retain 15 months in storage, then destroy.</p> <p>Retain in office 3 months. Retain for 3 years in storage, then destroy.</p>

Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by  
Hall of Records Commission

6/22/88 Charles J. Bures Chief DPD  
Date Signature Title

8/4/88 [Signature] State Archivist  
Date

Charles J. Bures, Chief, DPD

# RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

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Item No.	Description	Retention
	<p>C. <u>System Documentation</u></p> <p>Collection of Program Specifications, record layouts, report layouts, file descriptions, CICS (test and production) forms, DP turnaround documents, correspondence, status reports, source code listings, project management reports and all other necessary documents that are designated as system documentation.</p>	<p>Retain in office 3 months. Retain for 3 years in storage. then destroy.</p>
	<p>D. <u>Miscellaneous Data Processing Records</u></p> <p>Copies of the Maryland Register published weekly, which includes all award and solicitation notices for all the State agencies. This could include DHMH Security.</p>	<p>Retain in office 3 months. Retain for 3 years in storage, then destroy.</p>
2	<p><u>ACCOUNTING RECORDS</u></p> <p>This series includes all standard STATE accounting forms as well as other accounting media which provide supporting data for the special and general accounting records.</p> <p>Changes in records format will not necessarily require revision of the retention schedule. However, should the scope or content of a records series be altered, the schedule may be amended to reflect such changes.</p> <p>Each agency will use all or some of the following records which are governed by the indicated retention period</p>	
	<p>A. <u>General Accounting Records</u></p> <p>Certificate of Deposit and Bank Deposit Slips Distribution of Charges Memorandum of Adjustments Monthly Report of State Funds Collected and Deposited</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>
	<p>B. <u>Special Accounting Records</u></p> <p>Reports of audits conducted by the Legislative Auditors</p> <p>Reports of audits conducted by persons or agencies other than the Legislative Auditors</p> <p>Books of Final Entry - General Ledgers</p>	<p>Retain for ten (10) years, then destroy.</p> <p>Retain permanently.</p> <p>Retain permanently.</p>

# **RECORDS RETENTION AND DISPOSAL SCHEDULE** (CONTINUATION SHEET)

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Item No.	Description	Retention
	<p><b>C. <u>Budget and Fiscal Planning Records</u></b></p> <p>Budget Estimates            Budget Schedule Amendment            Materials and Supplies Physical Inventory            Report of Fixed Assets            Report of Materials and Supplies            Request for Position Action</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>
	<p><b>D. <u>Payroll Accounting Records</u></b></p> <p>Employee Roster Card File            Payroll and Check Register            Payroll Exceptions Time Report            Payroll Transmittals            Payroll Warrants</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>
	<p><b>E. <u>Miscellaneous Accounting Records</u></b></p> <p>Bank Books, Statements, and Deposit Receipts            Budget Papers and Work Sheets            Cancelled Checks, Check Copies and Check Stubs            Delivery Orders and Receipts            Gas Withdrawal Tickets and Mileage Reports            Memorandum Receipt and Property Condemnation Reports            Paid Bills and Invoices            Paid Bonds and Coupons            Periodic Financial Reports to Local/State Agencies            Receipt Copies and Stubs            Receiving Reports            Reconciliation and Trial Balance Sheets            Renewable Licenses            Requisitions and Purchase Orders            Stock Record Cards            Time Sheets            Withholding Tax Forms and Statements            (Local, State and Federal)</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>
	<p><b>F. <u>Purchasing Records</u></b></p> <p>Actual Emergency and Repairs Report            Copy of Contract Awarded            Credit Memorandum            Notice of Award of Contract            Out-of-Schedule Requisition for Supplies            Purchase Order            Report of Partial Delivery            Requisition for Supplies            (also Agency Interoffice Requisitions)</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>

<b>INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 330-1)</b>		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794</b>		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>1</u> OF <u>4</u>	
<b>1. DEPARTMENT/AGENCY</b> DHMH		<b>2. DIVISION</b> Information Services Admin.		<b>3. UNIT</b> All ISA - DPD Units	
<b>DEFINITION-RECORD SERIES-</b> A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
<b>4. RECORD SERIES TITLE</b> JCL Listings - Data Processing Documentation				<b>5. EARLIEST YEAR/LATEST YEAR</b> _____ TO _____	
<b>6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)</b> <u>JCL Listings</u>  These are Job Control Listings from computer operations and reflect input files, programs used, output files and related operational statistics. These listings are required to verify the accuracy of the input-output programs, counts and computer time expenditure for any given run.  Retain in office 3 months in storage. Retain 15 months, then destroy.					
<b>7. RECORD SERIES FORMAT(S)</b> <input type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input checked="" type="checkbox"/> OTHER(SPECIFY) <u>14 1/2" x 11" Green Bar Paper</u>		<b>8. RECORD SERIES SEQUENCE</b> <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL by system name <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) _____		<b>9. VOLUME</b> <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER(SPECIFY) 6 Monthly boxes <b>10. ANNUAL ACCUMULATION</b> <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) 72 Boxes Annually. <input checked="" type="checkbox"/> OTHER(SPECIFY) _____	
<b>11. FILE IS USED</b> <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY			<b>12. FILE BECOMES INACTIVE AFTER</b> 3 MONTH(S) <input checked="" type="checkbox"/> MONTH(S) <input type="checkbox"/> YEAR(S)		
<b>13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)</b> O'Connor Building SS Level, SS-4			<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</b> (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
<b>15. ACCESS RESTRICTIONS</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))			<b>16. AUDIT REQUIREMENTS</b> <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input checked="" type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
<b>17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Manually grouped by System name.			<b>18. RECOMMENDED RETENTION</b>  Retain in office 3 months. In storage for 15 months then destroy.		
<b>19. NAME AND TITLE OF PREPARER</b> Charles J. Bures, Chief		<b>20. TELEPHONE NUMBER</b> 225-5084		<b>21. DATE</b> June 21, 1988	

<b>INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 330-1)</b>		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 273 JESSUP, MARYLAND 20794</b>		<b>AGENCY RECORDS INVENTORY</b>	
				PAGE <u>2</u> OF <u>4</u>	
<b>1. DEPARTMENT/AGENCY</b> DHMH		<b>2. DIVISION</b> Information Services Admin.		<b>3. UNIT</b> All ISA - DPD Units	
<b>DEFINITION-RECORD SERIES.</b> A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
<b>4. RECORD SERIES TITLE</b> Procurement Records				<b>5. EARLIEST YEAR/LATEST YEAR</b> _____ TO _____	
<b>6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)</b>  Procurement Records  Contracts Proposals Request for Proposals (RFPs) Miscellaneous memorandum, correspondence or notes  Retain in Office 3 months. Retain for 3 years in storage then destroy.					
<b>7. RECORD SERIES FORMAT(S)</b> <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY) _____		<b>8. RECORD SERIES SEQUENCE</b> <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL by system name <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) _____		<b>9. VOLUME</b> <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) 3 NUMBER Boxes Quarterly <b>10. ANNUAL ACCUMULATION</b> <input type="checkbox"/> FILE DRAWER(S) 12 boxes <input type="checkbox"/> MICROFILM REEL(S) NUMBER <input type="checkbox"/> COMPUTER TAPE(S) annually <input type="checkbox"/> OTHER(SPECIFY)	
<b>11. FILE IS USED</b> <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY			<b>12. FILE BECOMES INACTIVE AFTER</b> 3 NUMBER <input checked="" type="checkbox"/> MONTH(S) <input type="checkbox"/> YEAR(S)		
<b>13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)</b> O'Connor Building SS Level, SS-4			<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</b> (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
<b>15. ACCESS RESTRICTIONS</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S) .			<b>16. AUDIT REQUIREMENTS</b> <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input checked="" type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
<b>17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			<b>18. RECOMMENDED RETENTION</b> Retain in office 3 months in storage for 3 years, then destroy..		
<b>19. NAME AND TITLE OF PREPARER</b> Charles J. Bures, Chief		<b>20. TELEPHONE NUMBER</b> 225-5084		<b>21. DATE</b> June 21, 1988	

<b>INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)</b>		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794</b>		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>3</u> OF <u>4</u>	
<b>1. DEPARTMENT/AGENCY</b>  DHHM		<b>2. DIVISION</b>  Information Services Admin.		<b>3. UNIT</b>  All ISA - DPD Units	
<b>DEFINITION-RECORD SERIES-</b> A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
<b>4. RECORD SERIES TITLE</b>  System Documentation - Data Processing Documentation				<b>5. EARLIEST YEAR/LATEST YEAR</b>  _____ TO _____	
<b>6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)</b>  <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;">           System Documentation             Program Specifications            Record Layouts            Report Layouts            File Descriptions            Data Base Organization            CICS - Maps, PCT, TCT's            DP Service Request forms            DP Turnaround Documents            Correspondence         </div> <div style="width: 30%;">           Status Reports            Source Code Listings            Project Management Reports         </div> <div style="width: 30%;">           Retain in office            3 months. Retain            for 3 years in            storage then destroy         </div> </div>					
<b>7. RECORD SERIES FORMAT(S)</b>  <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY) _____		<b>8. RECORD SERIES SEQUENCE</b>  <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL by system name <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) _____		<b>9. VOLUME</b>  <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input checked="" type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) Boxes Quarterly <b>10. ANNUAL ACCUMULATION</b>  <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input checked="" type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) 12 boxes annually.	
<b>11. FILE IS USED</b> <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY			<b>12. FILE BECOMES INACTIVE AFTER</b> 3 MONTH(S) <input checked="" type="checkbox"/> MONTH(S) <input type="checkbox"/> YEAR(S)		
<b>13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)</b> O'Connor Building SS Level, SS-4			<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</b> (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
<b>15. ACCESS RESTRICTIONS</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S) .			<b>16. AUDIT REQUIREMENTS</b>  <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input checked="" type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
<b>17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)</b>  <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO   Manually grouped by system name.			<b>18. RECOMMENDED RETENTION</b>  Retain in office 3 months, in storage for 3 years, then destroy.		
<b>19. NAME AND TITLE OF PREPARER</b> Charles J. Bures, Chief		<b>20. TELEPHONE NUMBER</b> 225-5084		<b>21. DATE</b> June 21, 1988	

<b>INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)</b>		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794</b>		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>4</u> OF <u>4</u>	
<b>1. DEPARTMENT/AGENCY</b>  DHMH		<b>2. DIVISION</b>  Information Services Admin		<b>3. UNIT</b>  All ISA - DPD Units	
<b>DEFINITION-RECORD SERIES--A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES</b>					
<b>4. RECORD SERIES TITLE</b>  Miscellaneous Data Processing Documentation - DP Documentation				<b>5. EARLIEST YEAR/LATEST YEAR</b>  _____ TO _____	
<b>6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">           Miscellaneous Data Processing Records             Reports of Audits            Vendor Protests            Correspondence            Miscellaneous Reports or Memorandum            Security         </div> <div style="width: 35%; text-align: right;">           Retain in office 3 months.            Retain for 5 years in storage then destroy.         </div> </div>					
<b>7. RECORD SERIES FORMAT(S)</b> <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY)  <u>14 1/2" x 11" Green Bar Paper</u>		<b>8. RECORD SERIES SEQUENCE</b> <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input checked="" type="checkbox"/> OTHER(SPECIFY)  <u>System Name</u> and Date		<b>9. VOLUME</b> <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) 3 NUMBER Boxes Quarterly	
<b>11. FILE IS USED</b> <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY		<b>12. FILE BECOMES INACTIVE AFTER</b> 3 NUMBER MONTH(S) <input type="checkbox"/> YEAR(S)			
<b>13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)</b> O'Connor Building SS Level, SS-4		<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</b> (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
<b>15. ACCESS RESTRICTIONS</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S)).		<b>16. AUDIT REQUIREMENTS</b> <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input checked="" type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT			
<b>17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO   Manually grouped by date.		<b>18. RECOMMENDED RETENTION</b> Retain in office 3 months, in storage for 3 years, then destroy.			
<b>19. NAME AND TITLE OF PREPARER</b> Charles J. Bures, Chief		<b>20. TELEPHONE NUMBER</b> 225-5084		<b>21. DATE</b> June 21, 1988	